



MABALACAT CITY COLLEGE

Guidance Services Office

1. Counseling Services / Referral Services

Office or Division:	Guidance Services Office			
Classification:	Simple			
Type of Transaction:	Government to Clients			
Who may avail:	All students currently enrolled in the college			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral Form Professional Disclosure Statement Form Informed Consent		Guidance Services Office (In-Person) Guidance Services Facebook Page (Distance Counseling)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Accomplish referral form (if not a walk-in client or via online message) walk-in or clients who messaged via online are not required to accomplish referral form.	1.1 Take in details of concerns.	NONE	5 minutes to 1 day	Graciela Imma N. Tadle (Guidance Associate)
1.2 Submit accomplished referral form and proceed to guidance office for case conference with guidance counselor if in-person or message the attending counselor if online (for referring party).	1.2 Schedule appointment with referred student or walk-in client.		30 minutes to 1 hour	
2.1 Proceed to the guidance office on the scheduled date if in-person or message the attending counselor if online.	2.1 Explain the need of informed consent and disclosure statement, establish limits of counseling relationship, formulate counseling plans.	NONE	5 minutes to 1 day	Graciela Imma N. Tadle (Guidance Associate)
2.2 Accomplish Professional Disclosure statement and Informed Consent.			5 minutes	

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3.1 Attend succeeding scheduled sessions until concerns are resolved.	3.1 Conduct counseling sessions as scheduled.	NONE	30 minutes to 1 hour	Graciel Imma N. Tadle (Counseling Associate)
4.1 Await feedback form from attending counselor.	4.1 Accomplish feedback form.	NONE	45 minutes to 1 hour	Graciel Imma N. Tadle (Counseling Associate)

Prepared:

Graciel Imma N. Tadle
Guidance Associated

Noted:

Niel P. Rigdao
SAS Director

